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85-2505

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DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP

Date: 3 July 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CMS/PO Attn [redacted]		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

PLS PROVIDE RESPONSE FOR DDA SIGNATURE

BY COB 22 JULY 1985.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: [redacted]	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

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* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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DDA Registry
85-2353

DS&T-566/85

2 JUL 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Request for Nominations to the DS&T Career Development Course

Harry

1. You are invited to submit nominations of individuals for the twenty-ninth DS&T Career Development Course, which is scheduled to be conducted from 9 September through the first week of December. As you are aware, the course is intended for officers in the middle grades, GS-12 through GS-14, who have been identified as having potential for advancement to senior positions. A copy of the course objectives is attached for your information.

2. To be eligible for the course, nominees must have shown sustained strong performance in a professional position as well as demonstrated the potential for advancement. These officers should be ranked as either Category I or be within the top 10 to 20 percent of Category II.

3. Nominees should have a minimum of five years of Agency service and should have a future career expectancy of at least 10 years.

4. Experience has shown that the individuals who benefit most from the course are those who:

Have a background in or strong interest in science and technology;

Are receptive to career-broadening training and have expressed interest in the CDC;

Are good group participants.

You are encouraged to consider minority and female officers who meet the qualifications and would benefit from the course.

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SUBJECT: Request for Nominations to the DS&T Career Development Course

5. The Directorate of Administration is invited to submit one primary candidate and one alternate for CDC-29. For each candidate please submit two copies each of a nominating statement, a current biographic profile, and the two most recent PARs to:

STAT [redacted]
Director, DS&T Career Development Course
6E40 Headquarters

The deadline for submissions is 24 July.

6. If you have questions regarding candidate selection or
STAT about the course itself, please call [redacted] Course
STAT Director, on extension [redacted]

STAT [redacted]

R. E. Hineman

Attachment:
As stated

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DS&T CAREER DEVELOPMENT COURSE

Objectives

To provide a comprehensive review of the offices of the Directorate of Science and Technology, including their missions, functions, operating procedures, and relationships with each other and with consumers;

To provide an overview of the Agency and the Intelligence Community to gain a broader understanding of the intelligence process; to provide an awareness of the interrelated roles of collectors, producers, and support elements and the coordination of their activities;

To provide an awareness of the role of the Intelligence Community in policy-making activities and an awareness of the mechanisms guiding and overseeing the Community;

To provide an introduction to technologies currently applied to intelligence collection and processing and to research and development supporting current and future efforts;

To provide an understanding of consumer requirements and use of intelligence products;

To provide an awareness of major issues of concern in the Intelligence Community and the impact of those issues on various segments of the Community;

To provide enrichment for participants in professional scope and potential through observation and discussion of all topics enumerated and of management principles and techniques applied throughout the Agency.

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